

ADMINISTRATIVE PROCEDURES

I. PUBLICATIONS AND BLANK FORMS MANAGEMENT (CAPR 5-4) The Administrative Officer, is responsible for managing the maintenance of the unit master book of regulations and pamphlets, and the forms files.

a. Glossary

1. **Civil Air Patrol and RMR Regulations and Supplements** establish the rules under which all units within RMR will operate. Region supplements to the CAP Regulations and Region Regulations are used to enhance the basic regulations and outline areas that may be unique to our region. A region supplement may not lower the requirements of the basic regulation.

2. **Civil Air Patrol and RMR Manuals** establish operational procedures in performing certain functions within CAP. Region supplements to the CAP manuals are used to enhance the basic manuals and outline areas that may be unique to our region. A region supplement may not lower the requirements of the basic manual.

NOTE: CAPNHQ has begun a process of eliminating manuals and replacing them with regulations and pamphlets. This has eliminated much of the “how to” documentation that is necessary at the unit level. That is one of the main purpose of this document

3. **Civil Air Patrol Pamphlets** are informational publications that have taken the place of many of the CAP manuals.

4. **Civil Air Patrol and RMR Forms** are used to standardize specific procedures when providing data and reports. Region forms perform the same function at the region level providing data not needed by CAPNHQ.

b. CAP Regulations. The official unit set should be made available to all current members of the unit. It is the responsibility of the unit commander, CAPR 5-4, paragraph 2a, or an appointed individual to spot check the regulations at least every six months.

1. Compare the publications on hand with the current index, CAPR 0-2.

(a) If the publication is current, place a plus sign (+) to the left of the number.

(b) If the publication is missing or not current (the publication date is earlier than the date in the current index.), place a minus (-) to the left of the number. If the publication is missing or out of date it must be replaced. Annotate on the cover page of the outdated publication that it is obsolete, but do not remove it until the new publication becomes available

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(1) Updated publications will be issued in the CAPNHQ monthly mailing.

(2) Replacements for damaged or stolen publications must be ordered from the bookstore or downloaded from the CAPNHQ Web Site.

(c) A notation of the semi annual command review should be annotated on Sheet of paper at the front of the regulations binder.

NOTE: Even though only a semi annual review is required, it would be a good practice to annotate a review when each new index is inserted and marked.

c. Rocky Mountain Region Regulations and Supplements to CAP Regulations and Manuals. Rocky Mountain Region has implemented a number of RMR regulations and has supplemented some of the CAP Regulations. Those regulations that have been created or supplemented are listed in the RMR Supplement to CAPR 0-2. The RMR Supplement to CAPR 0-2 can be requested from the RMR/DA or downloaded from the RMR Web Site, RMR.CAP.GOV.

NOTE: RMR Regulations are official documents that apply to each wing and subordinate unit.

1. The RMR Supplement to CAPR 0-2 will be inserted behind the CAPR 0-2 index. It is not required that each unit maintain all Wing/RMR supplements. i.e., A cadet squadron is not required to maintain operations type supplements.

2. RMR Supplement to CAPR 0-2 will be annotated in the same manner as described in Paragraph 1-1b1 of this handbook.

(a) Updated publications will be issued in the RMR mailing to the wing headquarters and are available on the RMR Web Site (RMR.CAP.GOV) for all other units.

(b) Damaged or stolen RMR publications may be ordered free from RMR/DA or are available on the RMR Web Site (RMR.CAP.GOV).

d. Civil Air Patrol Forms. CAP forms are normally distributed by CAPNHQ or ordered using a CAPF 8. Most of the forms are also available for download from the internet (WWW.CAPNHQ.GOV). The downloaded forms from CAPNHQ.GOV are created in a fillable Microsoft Word Format. It is necessary to use a current for unless otherwise marked. Using an obsolete form may delay processing and could be returned for re-accomplishment. On activity requests, the delay may cause non selection.

NOTE: The “Previous editions may be used” annotation at the bottom of the form is used when all the data required is available on the old form.

NOTE: The “Previous edition is obsolete” annotation at the bottom of the form is used when new data is required that is not available on the old form.

1. Each administrative section will establish a file of applicable CAP forms.
2. The forms in the file will be compared against the CAPR 0-9 at least semi annually in the same manner as the publications. Only order and reproduce forms that are used by your unit.
3. Outdated forms should be removed if the new form indicates that "Previous editions are obsolete."
4. If the new form indicates that "Previous editions may be used", place new forms to the rear.

f. **Rocky Mountain Region Forms.** Rocky Mountain Region forms are provided, and listed in RMR Supplement to CAPR 0-9, when additional information is required that is not called for on a CAP form. CAP requires that when a form is designed and published it's use must be described in a regulation, plan, or a document such as this. Most RMR forms are designed to enhance the operation of the region headquarters, but may be applicable to wings or units. Permission is hereby granted to subordinate units to either use an RMR form intact or modify them as necessary. RMR Forms are available for download from the RMR.CAP.GOV website.

NOTE: The RMR.CAP.GOV web site also provides access to fillable RMR forms in the FormFlow® format. Do not put the FormFlow® Filler program on a corporate computer unless you have proper license documents.

1. Each administrative section will establish a file of RMR forms needed by the unit. Groups, Wings and Regions are not required to maintain subordinate unit forms.
2. The forms in the file will be compared against RMR Regulation 0-9 at least semi annually in the same manner as the publications.
3. Outdated forms should be removed if the new form indicates that "Previous editions are obsolete."
4. If the new form indicates that "Previous editions may be used", place the new forms to the rear.

g. **Wing and Unit Forms.** Each unit may create additional forms as needed when additional information is required that is not called for on a CAP or RMR form. If wing or unit forms are created, they must be listed in a unit supplement to CAPR 0-9. CAP requires that when an unit form is designed and published it's use must be described in a unit regulation (supplement), plan, or handbook.

1. Each administrative section will establish a file of RMR/Wing/Unit forms needed by the unit.
2. The forms in the file will be compared against applicable Wing/Unit supplement to CAP Regulation 0-9 at least semi annually in the same manner as the publications.
3. Outdated forms should be removed if the new form indicates that "Previous editions are obsolete."
4. If the new form indicates that "Previous editions may be used", place the new forms to the rear.

II. PREPARING AND PROCESSING CORRESPONDENCE (CAPR 10-1). Personnel responsible for initiating Civil Air Patrol correspondence must adhere to the provisions of CAPR 10-1. Correspondence between CAP members and units must follow uniform guidelines.

a. **Style of correspondence authorized.** CAPR 10-1 provides samples of the following styles.

1. **Memorandum-Style Letter.** The Memorandum-Style letter is used for correspondence and memos between CAP members, staff officers, and commanders. It uses the "MEMORANDUM FOR:", "FROM", and "SUBJECT" lines at the left, near the top of the page. The date appears on the right side of the page, 10 lines from top of page, Reference CAPR 10-1, Attachment 1.

2. **Business-Style Letter.** Business-Style Letter is used for letters to organizations outside CAP and for formal letter to CAP members. Reference CAPR 10-1, Attachment 3.

b. **Style of Letterhead.** CAPR 10-1, Attachment 1 outlines the letterhead format for unit stationery. Effective immediately all units subordinate to RMR Headquarters shall bring their stationery into compliance with CAPR 10-1 and this section. No improperly formatted stationery will be used.

1. **The letterhead must include:**

- (a) Unit designation .
- (b) Civil Air Patrol
- (c) United States Air Force Auxiliary
- (d) Geographic location

2. **Sample Letterhead**

HEADQUARTERS
GREATEST COMPOSITE SQUADRON - CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1234
Denver CO 80220-1234

NOTE: Do not put a comma after the city unless the state is spelled out.

c. **Correspondence to Military Activities.**

1. **NO CAP UNIT MAY CORRESPOND DIRECTLY WITH ANY MILITARY ACTIVITY.** ONLY HQ CAP-USAF, USAF-CAP Logistics Region, and Wing Liaison Offices may correspond directly with a military activity. It would be preferred that all correspondence requiring Liaison Officer action be submitted through channels, for the Wing/Region Commander's approval, prior to submission to the Liaison Officer. Delay will be encountered when correspondence sent directly to the Liaison Officer is returned to Wing/Region Commander's for review and approval.

2. Submit original and at least one copy of correspondence requiring Liaison Office assistance to Wing/RMR/Director of Administration.

3. Once the Liaison Officer arranges for use of military facilities, the POC or approved representatives may continue to communicate with arranged contacts.

III. FILES MAINTENANCE AND RECORDS DISPOSITION (CAPR 10-2). The Administrative Officer will implement and ensure compliance with this program at the beginning of each calendar year.

a. **File Plan. (See Figure 1, CAPR 10-2)** The file plan should be set up to meet the requirements of the unit. The file plan has been configured in the new regulation to make it more user friendly to computer generation. It is not necessary to have redundant files or files that will not be used. Usually an inventory of the previous years files will indicate what files are required. The file plan does not have to be reinitiated at the beginning of the year unless there are changes. The file plan should be updated at anytime during the year that the file plan is changed. The file plan is published on plain paper, with the name and title of the responsible officer and the date prepared. The following items will be included in the file plan.

1. **Item number.** Each section in the file is sequentially numbered. Items 1 - "File Plan" and 2 - "Suspense Control" are required in that sequence.

2. **Title or Description of Record Series.** Beginning with item 3, the sections can be alphabetical or subjective. Number 3 could be Administration or General Correspondence. There is no specific sequence required.

3. **Table.** CAPR 10-2, establishes tables that apply to a specific series. Each table is subdivided into rules. Each item in the file plan must point to a table and rule. For example: For administration files, Table 1 would be used and the rule would depend on the title.

4. **Rule.** CAPR 10-2, establishes a group of rules under each table. The main purpose of the rule is to establish how long a file should be maintained. It will designate a cutoff period such as "no longer needed", "1 Year", "permanent", etc. It will also designate the disposition of the material such as "destroy when no longer needed", "destroy after a specific number of years", "destroy when superseded", etc.

Note: The tables in CAPR 10-2 are not all inclusive. There is no table for Professional Development or Historian. Use your discretion by using the Table 1 rules to fit the subject matter.

b. **File Labels. (See Figure 2, CAPR 10-2)** CAPR 10-2 indicates that a file label is placed on the first folder of a series. Under normal conditions this may be adequate. If there is more than one rule in a series, a file label should be placed on the folder where the rule changes. A file label on each folder is authorized.

c. **Guide Cards. (See Figure 3, CAPR 10-2)** Guide Cards are used to separate items. The use of guide cards are optional

d. **File Drawer Labels.** A file drawer label may be placed on the front of the file drawer identifying the drawer as containing the unit files. The file drawer label would indicate "CY 2002 Unit Files". If the file drawer label is used it must be kept up to date.

e. **Transitory Material.** Although no longer specified in the regulation, the use of a transitory material file is very helpful in decreasing storage at the end of the year. Much of the correspondence received by a unit is time sensitive and expires in 90 days. When it is obvious that a piece of correspondence will actually expire in 90 days it should be placed in the transitory file. The transitory file is designed so that only one month will be in the transitory folder at any given time. Four folders are created, labeled as JAN-MAY-SEP, FEB-JUN-OCT, MAR-JUL-NOV, and APR-AUG-DEC. For example: You receive an invitation to a banquet on 19 April in March and place it in the transitory file marked MAR-JUL-NOV. On 1 April that folder is placed to the rear of the transitory section and the APR-AUG-DEC will be up front. After 90 days, on 1 July, the MAR-JUL-NOV file will once again reach the front. The correspondence that was placed in the March folder should be reviewed for need. If a document still has some value, it can either be left in the folder for an additional 90 days or placed in the body of the files. Discard documents no longer required. In the sample above, the banquet on April 19 has passed so the invitation can be discarded. The file will then be used to hold July documents for 90 days.

IV. ADMINISTRATIVE AUTHORIZATIONS (CAPR 10-3). Administrative Authorizations are official, formally published, documents which authorize specific actions. When a commander appoints an individual to a staff or command position or presents an award or rating to a member, a document must be published and distributed to make the action "official". There are two methods for accomplishing these actions. An Administrative Authorization for groups of members or an Administrative Action, CAPF 2a, for an individual. Initially an Administrative Authorization may be accomplished and then amended with a Administrative Action.

NOTE: Administrative Authorizations rather than an Administrative Actions should be used when widespread distribution is required. The CAPF 2a is normally used, and placed in the members personnel file, when only the member is concerned with the action. Example: It is necessary for staff assignments to reach group, wing, and region administrative sections so that the headquarters staff know who fills the positions.

a. **PERSONNEL AUTHORIZATIONS.** Each unit is responsible for the publication of personnel authorizations for its unit. These authorizations are used to assign staff positions, positions on boards and committees, to award CAP medals, ribbons, and ratings, and awards and decorations. See CAPR 10-3, Figure 3, for acceptable format used within the Civil Air Patrol.

1. PROCEDURES.

(a) Type all Personnel Authorizations on unit letterhead stationery or computer generated with the proper letterhead..

(b) Personnel Authorizations are sequentially numbered each calendar year. (Sample PA 02-01)

(c) Make changes or corrections to previously published Personnel Authorizations:

(1) by publishing a new Personnel Authorization if a number of changes are being made, using a new sequence number. **Do not** revise and reissue a previously published authorization without assigning a new number and date.

(2) by completing a CAPF 2a for an individual authorization.

(d) Minimize the length of the text.

(e) Squadron and Flights may publish personnel authorizations only for assigned members. Groups, Wings, and Region may publish Personnel Authorizations naming members assigned to their subordinate units or members of other regions.

(f) The Administrative Officer should maintain some type of log to record the sequential number used. RMR Form 14 may be used for that purpose or a unit form may be initiated.

Note: This log does not include individual Personnel Actions. The Personnel Actions log is maintained by the Personnel Officer.

(g) All Personnel Authorizations **MUST** be signed by the Commander, or the Administrative Officer. Only members assigned as the Administrative Officer or as Assistant Administrative Officer are authorized to prepare, reproduce and distribute personnel authorizations. If necessary, the Commander may authorize another staff member to sign Personnel Authorizations. This authorization must be published on an Administrative Authorization

2. APPOINTMENT OF STAFF, BOARDS AND COMMITTEE POSITIONS. RMR procedures require that the term of office for all subordinate staff members, except for wing commanders, shall be for no more than one calendar year. Incumbents may be reappointed at the discretion of the commander. To document this term of office, each unit will publish a Personnel Authorization annually (on 01 January of each year) relieving all personnel from staff, board and committee assignments. Since this is the first in the series for the calendar year, it will be PA XX-01 (XX signifies the current calendar year, i.e. PA 02-01 is the first authorization published in 2002). The use of 001 or 01 will be determined by the normal number of annual Personnel Authorizations. All staff positions utilized by the unit should be listed on the authorization. Refer to CAP Manual 20-1, "Organization of Civil Air Patrol", for the correct position titles.

(a) PA XX-01 - Staff positions are to be filled by qualified individuals as required by CAPR 20-1 (See Part II for "Senior Member Position Descriptions". Any member, except the commander and the Finance Officer may fill more than one position.

(b) PA XX-02 - The following boards and committee are required by the CAP directive indicated. The members and numbers indicated are a minimum requirement.

(1) Membership Board - CAPM 39-2, Commander and three unit members.

(2) Awards and Decorations Board – CAPR 39-3, Personnel Officer and two other unit members.

(3) Finance Committee – CAPM 173-1, Commander, Administrative Officer and Finance Officer.

NOTE: No two voting members of the Finance Committee may be members of the same household, i.e., husband-wife, brother-sister, parent-child, etc.) Refer to CAPM 173-1.

(4) Promotion Board - CAPR 35-5, Personnel Officer, Senior Program Officer and at least one other unit member.

(5) Grievance Committee - CAPR 123-2, Any member of the unit **EXCEPT** the Commander and the Inspector.

3. The following are samples of the narrative for staff assignments and boards and committees.

(a) Effective this date all personnel assigned to staff positions, Headquarters, (unit name), are relieved without prejudice. Under the provisions of CAPM 20-1 and CAPR 35-1, the following personnel, this headquarters are assigned duties as indicated. All appointments expire not later than 31 January 20XX.

(b) Effective this date, all personnel assigned to Headquarters, (unit name), Boards and Committees are relieved without prejudice. Under the provisions of applicable directives and the CAP Bylaws, the following personnel are appointed to serve as Board or Committee members as indicated. All appointments expire no later than 31 January 20XX.

4. **DISTRIBUTION OF PERSONNEL AUTHORIZATIONS.** Distribution will be:
- (a) 2 for individual (1 for personal file, 1 for unit (201) file)
 - (b) 1 for Personnel Officer
 - (c) 1 for Commander
 - (d) 1 each Group/Wing/Region
 - (e) 1 file

b. **CAP PARTICIPATION LETTERS (See CAPR 10-3 Fig. 4 for format).** CAP Participation Letters are documents that verify participation/attendance of CAP members in CAP activities. There are no requirements to publish Participation Letters; however, units may publish them to document participation in approved unit level activities. It is especially important to publish a Participation Letter for speaking engagements and encampments, where the document may be needed for promotion validation. At no time is the use of the word "travel" authorized. Each member is responsible for his/her own travel. Travel Authorizations (TA) and Military Support Authorizations (MSA) are the only documents that can authorize travel and these documents are authorized and MUST be signed by the Rocky Mountain Logistics Region (RMLR) Office only. CAP units do not and may not publish TAs or MSAs.

V. ORGANIZATIONAL ACTIONS (Reference CAPR 20-3) . Organizational actions are those administrative actions which deal with the status of a unit. All organizational actions are accomplished using CAPF 27. Submit the CAPF 27 in original plus three copies to the Wing Director of Administration for the Wing Commander's signature

NOTE: Sending a message to region or wing will not correct any of the organization data at CAPNHQ. Organizational Changes to the CAPWATCH database is only managed by submitting a CAPF 27.

a. **Completing the CAPF 27.**

1. Complete the unit information section completely. Although it is fairly self explanatory, A few of the problem areas are noted below.

(a) **Wing Control #.** This wing control number from the Administration Officers control log should be entered here. (i.e. CO 02-04)

(b) **Charter Number.** Enter the entire charter number (RMR-CO-068). Do not use the old charter number (05068).

2. **Section I - Unit Changes.** Check the block representing the items that require changing. Check as many items as needed. If the Commander block is checked, an interim financial report **MUST** be completed and signed by **BOTH** the outgoing and incoming commanders. The interim financial report will include a reconciliation of the unit bank account.

3. **Section II - Redesignation.** If you are changing from a cadet squadron to a composite squadron, a check mark in the Composite block is required.

4. **Section III - Activation.** If a new squadron is being activated, the request for charter block should be marked and the assigned commander must sign the statement.

5. **Section IV - Deactivation.** If a unit is deactivated, CAPNHQ must know where to transfer the members in the database. If there is more than one unit receiving the members, type see reverse and list the names, CAPID, and receiving unit of each member. Attention should be made to the statement attesting that all funds and property have been properly transferred.

6. Units should maintain a chronological file of all CAPF 27s submitted. The last CAPF 27 should be reviewed to ensure that the current one being submitted will include all necessary changes.

b. **Wing Processing of CAPF 27.** When the CAPF 27 reaches Wing Headquarters, the following actions will be accomplished.

1. The Director of Administration will review the CAPF 27 for the following:

- (a) Ensure accuracy.
- (b) Log CAPF 27 in and assign an action number
- (c) Acquire the Commander's signature
- (d) Forward applicable forms to National
- (e) Return signed copies to Group and Unit.
- (f) Enter applicable data into the next Personnel Authorization.
- (g) Update the Unit Listing if applicable.
- (h) File a copy of the CAPF 27 in the wing files.
- (i) A copy of the approved CAPF 27 will be returned to the unit and the group

headquarters.

VI. FUND RAISING ACTIVITIES (Reference CAPR 173-4) Commanders are responsible for maintaining control over CAP fund raising activities within their units. All commanders involved should abide by local laws which may have particular provisions regarding charitable solicitations. Senior members engaged in solicitation must have a current photographic identification and a current CAP ID Card on their person at the time of solicitation. If cadets are utilized, one senior member who possesses the necessary identification **MUST** be present. No suggestion or inference will be made that the Air Force is involved in the fund raising activity.

NOTE: IAW with CAPR 173-4, all units must obtain prior written permission, from the Wing Commander, to conduct a fund raising activity.